

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 03/14/11	NUMBER 06.04.130
SUBJECT CASE MANAGEMENT OF PROBATIONERS AND PAROLEES	SUPERSEDES PD 06.04.130 (06/15/10)	
	AUTHORITY MCL 791.223, 791.231, 791.236, 791.240; Administrative Rule 791.9920	
	ACA STANDARDS 3-3130, 3-3131, 3-3139, 3-3152 - 3-3154	
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completed within the preceding 18 months. A Transition Accountability Plan (TAP) also shall be completed or updated for each parolee to address his/her identified risk and needs, including required programming. Required programming for a probationer shall be identified in the probationer's case plan.

SUPERVISION LEVEL ASSIGNMENTS

- H. The FOA Deputy Director shall establish criteria to be used to determine the appropriate level of supervision for offenders on parole or probation. The criteria shall take into consideration COMPAS risk scores for recidivism and violence.
- I. Based on the criteria established by the FOA Deputy Director, the supervising agent shall initially assign each offender under his/her supervision to one of the following levels of supervision, subject to Paragraphs J and K:
 - 1. Intensive
 - 2. Maximum
 - 3. Medium
 - 4. Minimum, which includes administrative supervision
 - 5. Residential reentry programming
- J. Offenders released from the Special Alternative Incarceration Program shall be initially assigned to intensive supervision and remain at that level of supervision for at least the first 120 calendar days. At the end of the 120 day period, the offender shall be reassigned to an appropriate supervision level consistent with criteria established by the FOA Deputy Director.
- K. Offenders in jails or hospitals who are not available for active supervision shall be assigned to minimum - administrative supervision. Offenders in a residential program other than a Residential Reentry Program also shall be assigned to minimum - administrative supervision unless otherwise directed by the FOA Deputy Director or designee due to the nature of the program. Upon release, an offender assigned to minimum – administrative supervision level under this paragraph shall be reassigned to an appropriate supervision level consistent with criteria established by the FOA Deputy Director. Probationers for whom non-reporting status is ordered by the court also shall be assigned to administrative supervision.
- L. Supervising agents shall review the level of supervision of offenders under their supervision consistent with criteria established by the FOA Deputy Director. At a minimum, an offender's supervision level shall be reviewed to determine if an increase in supervision level is warranted if the offender is arrested for a new felony or a new assaultive misdemeanor as identified by the FOA Deputy Director or designee. If the offender remains on supervision after disposition of the charge(s) leading to the arrest, the supervising agent shall determine if a change in the supervision level is warranted.

CASE MANAGEMENT STANDARDS

- M. The FOA Deputy Director shall issue case management standards which are to be followed by supervising agents for offenders under their supervision. At a minimum, the standards shall include the following:
 - 1. The minimum number of in-person contacts, collateral contacts, and home calls that are required for each level of supervision and supervisory requirements which must be met during each contact or home call. A home call shall be required within the first 30 calendar days of supervision of a parolee serving a sentence for a conviction of a violent felony, as defined in MCL 791.240.
 - 2. Requirements to verify an offender's permanent residence as well as verification of employment, school/vocational training enrollment, and participation in treatment programs.

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3. Substance abuse referral and testing requirements, consistent with state law and Department policy.
4. Required law enforcement contacts and arrest monitoring, including LEIN checks. LEIN checks shall be required at least quarterly for, and not later than one month before discharge of, a parolee serving a sentence for a conviction of a violent felony, as defined in MCL 791.240.
5. Requirements for reviewing payment of restitution and other court-ordered fees and assessments owed by the offender. For restitution owed by a parolee, the review shall be conducted at least twice yearly and again not less than 60 calendar days prior to the scheduled discharge date consistent with requirements set forth in PD 03.01.135 "Discharge/Termination of Sentence".
6. Requirements for monitoring compliance with the Sex Offenders Registration Act, being MCL 28.721, et seq., and Department policy.

SPECIFIC FIREARM REQUIREMENTS

- N. All parolees are prohibited as a condition of parole from being in the unauthorized company of a person the parolee knows to possess a firearm. The Regional Administrator or designee may authorize a parolee to be in the company of a person the parolee knows to possess a firearm only if the person is a verified employee of a criminal justice or law enforcement agency and is required as part of that employment to carry a firearm, provided the firearm is either in the physical possession of the person or stored in a locked location whenever the parolee is in the person's company; however, a parolee may be authorized to reside with that person only if the person is a verified employee of a law enforcement agency and meets all of the remaining criteria, unless otherwise approved by the FOA Deputy Director. Authorization shall be granted for no longer than six month renewable periods. The authorization shall be withdrawn whenever there has been a change in the circumstances which led to the authorization. Authorization and any withdrawal of that authorization shall be documented on the Parole Condition Authorization form (CFJ-429) and in OMNI case notes.
- O. A probationer may be prohibited as a condition of probation from being in the unauthorized company of a person the probationer knows to possess a firearm. In such cases, approval from the sentencing court shall be requested to allow contact as set forth in Paragraph N for parolees; contact shall not be permitted unless such approval is received.

PROCEDURES

- P. The FOA Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- Q. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: RMcK 02/25/11